

St. Xavier's Catholic College of Engineering
Internal Quality Assurance Cell
Minutes of the Meeting of IQAC Members

The meeting of IQAC Members was held on 29-06-2019 in the board room from 10:20 a.m. to 4:00 p.m. The following were the members present in the meeting.

1. Rev. Dr. M. Maria William, Correspondent
2. Dr. J. Maheshwaran, Principal and Chairperson
3. Rev. Fr. M. Francis Xavier, Bursar
4. Dr. S.L. Rayar, External Member
5. Dr. M. Marsaline Beno, Vice Principal
6. Dr. V. Christus Jeya Singh, Dean Student Affairs
7. Dr. R.S. Shaji, Dean Research
8. Mr. L.G.X. Agnel Livingston, Assistant Professor/CSE
9. Dr. G. Antony Miraculas, Associate Professor/ME
10. Dr. G. Sahaya Stalin Jose, Assistant Professor/IT
11. Ms. D. Smiline Shiny, Assistant Professor/CE
12. Mr. Almond D'Souza, Assistant Professor/EEE
13. Ms. V. Femila Savio, Assistant Professor/ECE
14. Dr. J. Annrose, HOD/IT
15. Dr. Mrs. J. Simi Mole, Assistant Professor/CSE
16. Dr. M. Jeya Sutha, Assistant Professor/MCA
17. Mr. P.T. Justin Thiraviam, Office Superintendent
18. Dr. A. Milton, Coordinator-IQAC

Dr. M.M. Janeela Theresa and Dr. K. Maria Vinu were not able to attend the meeting on medical ground. Their representatives attended the meeting. Mr. M. Prince Paul Raj and Mr. R. Leo Bright Singh were not able to attend the meeting.

The meeting started at 10.20 a.m. Coordinator-IQAC welcomed the internal and external members and presented the status report on the Benchmarks 2018-2019.

The following were the discussions on the status report

- IQAC appreciated faculty members for securing around 100 online course certificates in 2018-2019. At the same time IQAC took note of faculty members not completing IQAC prescribed online course & not registering for the course.

- Dean- Academic was asked to coordinate the online-courses and FDPs.
- Online courses and value added courses have to be prescribed to fill the PO gaps.
- Cells can also design and conduct value added courses.
- Admission of SC/ST students need to be improved.
- GATE, UPSC, IES and other coaching activities have to be improved by assigning coordinators. Dean-Student Affairs was asked to assign coordinators, motivate the students and make the coaching effective.
- Mentoring activities have to be improved further and a common mechanism has to be followed by Dean Student Affairs.
- Around 361 alumni have updated their progression details and provided feedback using the college website.
- One more orientation program for non-teaching staff members is to be conducted by IQAC.
- Individuals who apply for research project have to apply through research committee.
- Research committee was asked to examine CSR priorities of companies for the possible research project.
- Active MOUs can be considered as the linkage during the academic year.
- Discussed to start community radio service. ECE was asked to study the practicability of community radio.
- Dean-Students Affairs has to coordinate the activities of alumni association.
- Initiatives have to be taken to setup incubation center.
- PFMS portal has to be opened for the college.
- Mechanical Engineering and CSE & IT will organize international conference this academic year. Others will organize FDP/STTP/Workshop.
- All the faculty members have to register for Ph.D. and all those who are doing Ph.D. are expected to complete by 2021.
- CSE, IT and CE are motivated to work for industry sponsored research laboratory.

The following were the benchmarks set for the academic year 2019-2020.

Benchmarks 2019-2020

- Each faculty member has to complete two online courses, one in their technical area of expertise and another one in the area of teaching-learning.
- Each faculty has to attend one relevant FDP of one week duration per year in a reputed institution during summer/winter vacation.
- Departments have to motivate the students to complete online courses. 10% students of each department have to complete online courses and obtain certificates.

- MOODLE learning management system has to be installed and utilized.
- Each faculty member has to produce at least one e-content.
- Students having arrears should clear 1st semester arrear courses before completing 4th semester.
- Graduation rate is to be more than or equal to 90% and the minimum expected UG pass percentages are

Year	Subject Pass %	Class Pass %
Final Year	95	90
Third Year	90	80
Second Year	80	70
First Year		

- SC/ST cell, Students Affairs, Outreach Program Committee have to take efforts to improve SC/ST students admission.
- GATE coaching has to be centralized and at least 5% of graduates have to qualify in GATE 2020.
- Staff members link with industry need improvement. Each staff member is expected to establish a link with industry.
- Each department has to apply and obtain at least one major project, one minor project and one student project.

Dr. A. Milton
Coordinator

Dr. J. Maheswaran
Chairperson

Rev. Dr. M. Maria William
Correspondent

**St. Xavier's Catholic College of Engineering
Chunkankadai, Nagercoil 629003
Internal Quality Assurance Cell**

Internal IQAC Members Meeting

The meeting of internal members of IQAC was held on 26-04-2019 in the Principal's Room from 03:00 p.m. to 03.30 p.m.

The following were the members present in the meeting

1. Dr. V. Christus Jeya Singh, Principal and Chairperson
2. Dr. A. Milton, Coordinator-IQAC
3. Dr. J. Jerlin Regin, HOD-CE
4. Dr. G. Antony Miraculas
5. Mr. L.G.X. Agnel Livingston
6. Dr. V. Sreeja
7. Dr. M.M. Janeela Theresa
8. Mrs. D. Smiline Shiny

Principal welcomed the members and initiated the meeting.

Discussions/Decisions:

- Mrs. D. Smiline Shiny will be the coordinator for NAAC Criterion-V.
- Mrs. V. Femila Savio and Dr. V. Sreeja can be used as NACC criterion co-coordinator if required.
- Mr. K. Maria Vinu will be the editor-in-chief of the college news letter.
- All the criterion coordinators were asked to refer the new AQAR format available in the NAAC website.
- One or two meetings will be arranged in the first week of July 2019 for the coordinators to present the AQAR format, understanding of the questions, data collection and report preparation strategies. The meetings will be conducted after the college working hours.
- Full IQAC meeting will be held to analyze the status of the benchmarks of 2018-2019 and to set the benchmarks for 2019-2020.
- Criterion coordinators were asked to collect 2018-2019 data related to their criteria, to analyze the data and to come out with suggestions for further improvement. The data can be collected from cell report option available in the college automation software. Data related to the faculty profile can be collected from IQAC with the help of the IQAC staff.

Coordinator-IQAC

Principal

St. Xavier's Catholic College of Engineering
Internal Quality Assurance Cell
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The meeting of IQAC Members was held on 02-07-2018 in the board room from 4:00 p.m. to 6:00 p.m. The following were the members present in the meeting.

1. Rev. Dr. M. Maria William, Correspondent
2. Dr. S. Joseph Sekhar, Principal
3. Rev. Fr. M. Francis Xavier, Bursar
4. Dr. M.M. Janeela Theresa, Associate Professor
5. Mr. L.G.X. Agnel Livingston, Assistant Professor
6. Dr. G. Antony Miraculas, Associate Professor
7. Mr. G. Sahaya Stalin Jose, Assistant Professor
8. Dr. J. Jerlin Regin, Associate Professor
9. Mr. Almond D'Souza, Assistant Professor
10. Mr. K. Maria Vinu, Assistant Professor
11. Ms. V. Femila Savio, Assistant Professor
12. Dr. V. Sreeja, Assistant Professor
13. Dr. A. Milton, Professor and Coordinator

The meeting started at 4.00 p.m. Coordinator IQAC welcomed the members and requested coordinators of Student support and progression, Governance, leadership and management, & Innovations and best practices to summarize the one year activities happened in the institution. Based on the NAAC peer team report and the activity reports presented by the coordinators the following discussions and decisions were made.

1. Admission of SC/ST students shall be improved by 25%. The strategy for the same shall be planned and executed by Outreach Program Committee.
2. In order to improve performance of students in competitive examinations, central coaching has to be implemented by student affairs. A minimum of 10% increase is expected in the numbers of student clear GATE, CAT, MAT etc.
3. Placement training and counseling activities conducted in the college and its usefulness to the students were appreciated.
4. Mentoring activity has to be improved further to increase the academic performance of the students by 25%. Mentors need to meet and discuss with their mentees 4-5 times in a semester.

5. Numbers of alumni update their progression details and complete feedback in the college website need to be improved by the coordination of departments and alumni cell. In total, there can be a minimum of 400 online entries is expected.
6. Two quality initiative programs per year shall be arranged for the supporting staff members.
7. A minimum of one value added course (with syllabus, evaluation scheme and certificate) has to be prepared and conducted by each department.
8. The set benchmarks shall be explained to Heads of Departments and Deans in a special meeting and the HoDs shall be deputed to do the same to their staff members along with implementation strategies.

Next Meeting

It was decided to arrange the next meeting in the first week of December 2018.

Dr. A. Milton
Coordinator

Dr. J. Maheswaran
Chairperson

Rev. Dr. M. Maria William
Correspondent

St. Xavier's Catholic College of Engineering
Internal Quality Assurance Cell
Minutes of the Meeting of IQAC Members

The meeting of IQAC Members was held on 20-06-2018 in the board room from 4:00 p.m. to 7:10 p.m. The following were the members present in the meeting.

1. Rev. Dr. M. Maria William, Correspondent
2. Dr. S. Joseph Sekhar, Principal
3. Rev. Fr. M. Francis Xavier, Bursar
4. Dr. S.L. Rayar, External Expert
5. Dr. R.S. Shaji, Professor
6. Dr. M.M. Janeela Theresa, Associate Professor
7. Mr. L.G.X. Agnel Livingston, Assistant Professor
8. Dr. G. Antony Miraculas, Associate Professor
9. Mr. G. Sahaya Stalin Jose, Assistant Professor
10. Dr. J. Jerlin Regin, Associate Professor
11. Mr. Almond D'Souza, Assistant Professor
12. Mr. K. Maria Vinu
13. Dr. V. Sreeja
14. Dr. A. Milton, Professor and Coordinator

Two external members and two internal members were not able to attend the meeting due to unavoidable situation.

The meeting started at 4.00 p.m. Coordinator IQAC welcomed the members and introduced the agenda for the meeting as given below.

1. Performance evaluation based on the AQAR of the academic year 2017-2018
2. Benchmarks for the academic year 2018-2019 based on AQAR 2017-2018

Correspondent and Principal briefly addressed the members and initiated discussion on AQAR 2017-2018.

Coordinators of Curricular aspects, Teaching-learning and evaluation, Research, consultancy and extension and Infrastructure and learning resources summarized the one year activities happened in the institution. Based on the NAAC peer team report and the activity reports presented by the coordinators the following discussions and decisions were made.

9. Curricular aspects coordinator has to collect and consolidate feedback from all stakeholders, discuss with Principal and submit to the management.
10. Each faculty member has to attend one online course and produce certificate.
11. Each department has to identify a minimum of 5 online courses suitable for their students, and motivate the students to complete and obtain at least one certificate.
12. Each department has to apply and obtain grant from external funding agencies for organizing a minimum of one week faculty development program.
13. There shall be 20% improvement in the number of faculty development programs attended by staff members in other reputed institutions.
14. Research committee has to motivate the departments to obtain at least two funded projects per department.
15. Departments are requested to motivate their students to publish papers in indexed journals. They shall work for a minimum of 3 publications by their students.
16. Research committee has to sensitize staff members on the possibilities of funding from private agencies and support the departments to apply for at least one project.
17. Every staff members are expected to establish a linkage with industry.
18. Improvement in the sports facilities in the institution was appreciated.

Next Meeting

It was decided to discuss on the remaining criteria and set benchmarks on 02-07-2018 at 4:00 p.m.

Dr. A. Milton
Coordinator

Dr. S. Joseph Sekhar
Chairperson

Rev. Dr. M. Maria William
Correspondent